

CALIFORNIA ARTS UNIVERSITY

FACULTY HANDBOOK

2021-2022

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1. FOUNDATIONAL STATEMENTS

1.1 Mission Statement

The mission of California Arts University is to create a musical community that offers students excellent professional education in their musical disciplines.

1.2 Institutional Objectives

The California Arts University strives to achieve the following four objectives.

- An understanding of theory, history, and performance of musical practice.
- The ability to play selected musical pieces.
- A professional level of technical and artistic achievement in performance and composition occupations.
- Other music business skills, including praise leadership in religious settings.

1.3 Christian Philosophy of Education

Throughout students' professional education, California Arts University's faculty strives to develop well-rounded performers who demonstrate skill coupled with spiritual maturity and professionalism. By integrating the tenets of Christianity throughout each course, practice session, and performance, the University instills both ethics and compassion in every performer. As students master the artistry of music, they simultaneously gain confidence born of a solid academic background permeated by faith. Graduates from the University enter their field as musicians of character.

Faculty members are aware that our students come from diverse confessional backgrounds and hence promote in the classroom an awareness of the diversity of theological viewpoints. CAU is committed to creating and maintaining a vibrant community of faith and learning where faculty members and students may analyze and evaluate the points of view of different Christian confessional commitments and of different religions in light of the Word of God.

1.4 Biblical Foundation Statement & Statement of Faith

All the board members, administrators, students, and faculty members of CAU pledge their commitment to the “God-centered” Christian faith that maintains:

- The Scriptures of the Old and New Testaments as the only infallible and inerrant authority for faith and life.
- The historical, orthodox teachings of the Reformed churches expressed in the Reformed confessions including Westminster Confession and Catechisms.

All the board members, administrators, students, and faculty members of CAU subscribe to the following statement of faith.

1. We believe the Bible is the inspired Word of God and the only standard for faith, life, and academic discipline (2 Peter 1:21; Isaiah 1:20; 2 Thessalonians 2:15; 2 John 9; 1 Timothy 6:20; 2 Timothy 1:14).
2. We believe in the Holy Triune God, existing eternally in three persons, the Father, the Son, and the Holy Spirit (Matthew 28:19; John 10:30; 14:9; 1 John 5:7; 2 Peter 1:2; 2 Corinthians 13:14).
3. We believe in the creation of the universe as presented in Scripture and in the reality of heaven and hell and the literal existence of the devil (Hebrews 1:10; 11:3; Revelation 3:14; Romans 4:17; John 1:3; 1 Corinthians 8:6; 2 Peter 2:4; Jude 6; Acts 5:3; Luke 22:3; Matthew 13:24-30; 1 Corinthians 7:5; 2 Timothy 2:26).
4. We believe God created humankind in His image and likeness, but by the disobedience of Adam, all humankind was alienated from God and lost (Hosea 9:15; Jeremiah 12:8; Psalms 5:5; 11:5; Romans 1:18; John 3:36).
5. We believe that Jesus of Nazareth is the Messiah, the Son of God, born of the Virgin Mary, who died on the cross, was physically resurrected from the dead, ascended into heaven, and will one day return in His glory to reign upon the earth (Mark 1:1; Matthew 1:25; Luke 1:26-28; Matthew 27:35; 1 Peter 1:3; Matthew 24:30, 64; Mark 13:26; Luke 21:27; John 14:3; 1 Thessalonians 4:15-16).
6. We believe in the gospel of salvation through the cross for those that put their faith in Jesus will be saved (John 1:12; 3:16; Ephesians 2:8-9; Acts 10:43).
7. We believe that the Church is the body of Christ and that the people of God are called to mission, education, and service (Matthew 28:19-20; Luke 4:18-19; Acts 1:8; Ephesians 4:12; 1 Corinthians 9:14, 16).
8. We believe that Satan is real and acts as a tempter, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in eternity.
9. We believe in last things which are the future, personal, bodily return of Jesus Christ to the earth to judge and purge sin, to establish His eternal Kingdom, and to consummate and fulfill His purposes in the works of creation and redemption with eternal rewards and punishments. Both the saved and the lost will be resurrected—the saved unto the resurrection of life in heaven and the lost unto the resurrection of damnation in hell.

1.5 Institutional Learning Outcomes

California Arts University expects learning outcomes demonstrated by its graduates.

Graduating students will:

1. Demonstrate firm knowledge of theory, history, and performance of musical practice.
2. Show ability to play selected musical pieces.
3. Demonstrate their professional level of technical and artistic knowledge and proficiency in performance and composition occupations.
4. Show sufficient music business skills, including praise leadership in religious settings.

2. JOB DESCRIPTIONS OF ACADEMIC ADMINISTRATION

2.1 The Role of the Faculty

The Board of Trustees has overall fiduciary responsibility for the governance of the university. However, the board has delegated certain responsibilities to the faculty, which plays an important role in the governance of the university. The faculty:

- assesses and considers possible changes to the university's curricula in relation to established learning outcomes;
- determines academic policy and procedures appropriate for the various educational degree programs of the university; and
- recommends to the president all full-time faculty appointments.

2.2 The Dean and Program Directors

The dean is the chief academic officer of CAU. The dean has administrative responsibility for all academic programs of the university. CAU employs educational program directors to support the dean in the task of academic management. Program directors serve in important leadership capacities. They lead and support the faculty in each program in

- developing a strategic plan;
- achieving excellence in teaching and scholarship;
- securing the resources they need for teaching;
- serving as advisors/mentors to students;
- performing the assessment of the program.

Dean (CAO)

Dean is the Chief Academic Officer of the university. Dean is responsible for all the academic matters of the university, including management of faculty, educational programs, and academic policies. Dean reports to President. Essential responsibilities include:

- Serves as both the Chief Academic Officer providing leadership in planning and evaluation efforts in academic areas.
- Acts for the President in the President's absence as requested by the President and the Board of Trustees.
- Chairs faculty meetings and collaborates with faculty in the development of

- curriculum and academic policy.
- Administers academic programs and enforces academic policies.
 - Arrange teaching assignments to make the most efficient use of the faculty.
 - Participate in the budgeting process and manages allocations for academic programs and activities.
 - Conducts recruitment, assignment, and evaluation of faculty.
 - Collaborates with the Librarian and other staff in developing and maintaining library learning resources.
 - Teaches regularly.
 - Supervises editing and publication of the University's Catalog, webpage, and various handbooks.

Director of MA Program

Director of MA Program is responsible to President for the proper and effective administration of the MA Program. Specifically, Director shall:

- Implement academic policies within the MA program.
- Develops and enforces student policies and procedures.
- Facilitate and monitor the academic progress of students in the program.
- Evaluate student achievement of the stated program learning outcomes.
- Advises students regarding their vocational and educational objectives.
- Manages the recruitment and application processes.
- Provides information and counseling to prospective students.
- Assists with orientation of new students.
- Advises and works with the Student Council.
- Receives and responds to student complaints and manages student discipline.

3. FACULTY RIGHTS AND RESPONSIBILITIES

3.1 Academic Freedom

CAU is committed to building a nurturing community of faith and learning. The CAU faculty and students have the freedom to pursue truth in the context of Christian institution. In teaching and learning, the university recognizes the importance of integrating the role of faith and one's intellectual inquiry. At CAU faculty members and students pursue all truth as God's truth and seek to integrate all fields of learning around the person and work of Jesus Christ. CAU assumes a responsibility to protect faculty members and students in their responsible exercise of the freedom to teach, to learn, and otherwise to seek and speak the truth.

3.2 Faculty Due Process Procedures (Faculty Grievances)

Faculty grievances may be appealed to the Board of Trustees as follows.

- The appeal shall be made in writing to the chair of the board.
- The board chair shall convene a review committee consisting of: two board members, to be appointed by the chair: two representatives of the faculty, chosen by the faculty; and the president.
- The committee shall consider the grievance, gathering information from all parties involved, and inform the faculty member of its decision, which shall be final.
- The entire process shall be completed if possible within the academic year.

3.3 Faculty Organization (Faculty Council)

The regular faculty council meets in plenary session during the academic year: before the beginning of fall semester, at mid-year, and following the spring semester. These sessions may include meetings for business. The dean chairs faculty council meetings.

In consultation with the regular faculty, the dean prepares the schedule and agenda for meetings for business. Agenda items may originate with a faculty council or an academic program. When an agenda is established, it is to be distributed to the regular faculty, along with supporting materials, as far in advance of the meeting as possible. Special faculty council meetings can be convened by the academic dean with 48-hour notice to the regular faculty in order to deal with specific, time-sensitive issues of importance.

Participation in faculty council meetings is open to persons on regular faculty contracts who teach part-time or more, the academic dean, and academic program directors. Other administrators and faculty members may attend faculty meetings as observers or as invited resource people.

The faculty council meeting functions as a forum for university-wide issues of concern to faculty and as the decision-making body with respect to academic programs and policies. Faculty council is empowered to make recommendations or take action on behalf of the entire faculty. Decision-making responsibilities of the regular faculty include:

- Approval of new degree programs.
- Approval of new undergraduate majors.
- Approval of substantially different delivery systems.
- Periodic review of degree programs, majors, and delivery systems.
- Approval and modification of undergraduate general education.
- Approval of new academic enhancement and support programs.
- Approval of graduates.
- Approval of academic policies that apply to the entire university.

3.4 Faculty Workload Requirements and Restrictions (Teaching Load)

A normal workload is presumed to be 10 work units per academic year, equitably distributed among the three basic activity areas of: 1) teaching and mentoring, professional librarianship; 2) scholarship, and/or creative works; 3) California Arts University administration and community and professional service. A maximum workload is presumed to be 12 work units per academic year.

For purposes of determining faculty workload, an acceptable measure for a work unit would be equivalent to one individual teaching one three-semester hours on-campus course with an enrollment consistent with the average class sizes of that discipline.

The academic dean is responsible for determining when an overload situation exists and when overload pay should be considered. If a person exceeds the normal workload in one semester, their load should be adjusted the following semester. However, the academic dean may exercise his or her professional judgment in determining when overload exists and when extra pay is appropriate. As a general rule, an overload occurs when a person exceeds the maximum number of work units. Adjustment as described below may trigger exceptions to the general rule. Courses taught for extra pay should not be included in workload calculations.

Workloads may vary among individuals and programs, as long as the needs of the California Arts University are being met. In determining workload, the academic dean may choose to include concise adjustments (i.e., weighted credit hours per FTE course loads) for appropriate institutional activities such as: studio and performance courses; development of new instructional methods; development of new courses; practicum courses and services; special tutorial activities; supervision of directed studies; training and supervision of teaching assistants; instructional teaming; and internship supervision.

The normal classroom teaching load for a full-time member of the regular faculty is 18 semester-hours per year, plus negotiated non-classroom instructional responsibilities.

The academic dean is responsible for making course assignments and negotiating with faculty members regarding teaching overloads. Faculty members who teach more than a full load in an academic year will be compensated.

In addition to their classroom teaching assignments, regular faculty members are expected to accept non-classroom teaching assignments within their faculty load each academic year. Faculty members will be compensated for overloads of non-classroom teaching responsibilities.

3.5 Academic Advising Procedures

All regular faculty members are responsible for academic and vocational advisement of students as assigned by the academic dean. Faculty members are expected to advise students during announced registration periods, to review student portfolios, and to be available for advising at other times as needed.

Faculty members are expected to be accessible to students for academic advisement throughout the academic year, although practical opportunities for such may be limited at certain periods of time. This advisement may be accomplished by various means, including arranged office hours, online communication, and telephone conversation. While schedules will vary, faculty members are expected to participate in and provide support for a variety of community life activities.

3.6 Faculty Evaluation Procedures

Formative evaluation is conducted each academic term, and is used to improve instructional competence and course design.

- The academic dean provides copies of the course evaluation form for the students registered for the course which is being evaluated.
- Course evaluations are collected by the dean, reviewed, and passed on to faculty.
- Faculty summarize their interpretation of the evaluations and submit their summary to the dean.
- The dean and faculty discuss the results of the course evaluations and identify appropriate actions for improvement.

Summative evaluation is part of the contract renewal process. The academic dean leads this evaluation process six months prior to the end of a faculty member's contract.

- The dean discusses the evaluation process with the faculty member to be reviewed.
- The dean provides the appropriate evaluation forms to the faculty member under review and to the president and the persons who have been selected to participate in the process.
- The dean collects the completed evaluation forms and meets with the president to discuss the faculty member's self-evaluation and other evaluations.
- The president interviews the faculty person under review and prepares a recommendation for the Board of Trustees.

3.7 Responsibilities of Full-time Faculty

It is expected that full-time faculty will perform the following duties and responsibilities:

1. Conduct classroom instruction in the highest professional and Christian manner.
2. Fulfill course objectives (both those assigned by the program and the objectives designed by the instructor him or herself)
3. Fulfill faculty requirements in regards to reporting student grades at the end of semester and developing syllabi for course assignments.
4. Prepare course syllabi using our standard format
5. Teach courses as scheduled and be present at all regularly scheduled class meeting times and be on time to teach all scheduled classes.
6. Teach between 18 and 30 credits per year. In some cases, minor administrative duties can substitute for some of these teaching hours.
7. Prepare devotions based on scripture that relates to class
8. Submit all reports as required by the Dean of Academic Affairs.
9. Support the school's mission.
10. Serve on faculty committees as needed.
11. Attend all faculty meetings and participate in official ceremonies where the faculty members are presented as part of the school. These shall include but not be limited to graduation ceremonies, student orientations, etc.
12. Be available to counsel students on academic matters.
13. Continue to study in their teaching areas that will keep them contemporary with current scholarship.
14. Participate in California Arts University's on-going self-study and long range planning as required for accreditation.
15. Maintain regular office hours on campus.
16. Continue to study how to teach more effectively (e.g. read one book per year on teaching, attend a seminar on teaching effectively, take education courses).

It must be noted that full-time faculty will demonstrate clear evidence of a strong commitment to California Arts University by making it their primary professional/ministry activity. They will be expected to be available to the school at least four days a week. It is expected that faculty will give priority to the performance of their duties, committee assignments, classroom instruction, and leadership requirements at California Arts University before engaging in outside ministry and professional activities.

It is expected that faculty personnel will be responsible for understanding and knowing all academic policies as stated in the school catalogue, faculty manual, and student handbooks.

3.8 Responsibilities for Part-time and Adjunct Faculty

It is expected that all part-time and adjunct faculty will fulfil the following responsibilities:

1. Conduct classroom instruction in the highest professional and Christian manner.
2. Support the school's mission.
3. Fulfill course objectives.
4. Fulfill faculty requirements in regards to reporting student grades at the end of semester and developing syllabi for course assignments.
5. Teach courses as scheduled and be present at all regularly scheduled class meeting times and be on time to teach all scheduled classes.
6. Submit all reports as required by the Dean of Academic Affairs.

It is expected that when an adjunct faculty person is hired to teach a course that the faculty person will fulfill their assignment as their first priority for that time period. Changes in schedule, time of course, days the course is scheduled to meet, or any other substantive change which will affect students must be cleared first with the Dean of Academic Affairs. Adjunct and part-time the faculty members are expected to provide the necessary documentation substantiating their own academic training, resume and other attestation to meet the qualifications to teach at California Arts University. Adjunct or part-time faculty members are expected to know the academic policies as published in the catalogue, faculty handbook, student ministries handbook and student handbook.

As with the full-time faculty, part-time faculty members are under the supervision of the academic dean.

Part-time faculty members have the rights to participate fully in faculty council meetings.

4. FACULTY EMPLOYMENT AND APPOINTMENTS

4.1 Recruitment and Contract

Responsibility for recruiting and negotiating with prospective faculty members lies with the dean, with the assistance of program directors and others. Upon the invitation of the dean, prospective faculty members may visit the campus to confer with program directors, faculty, and others; to teach classes; and to become acquainted with the campus and community.

After a search process, the dean may recommend employment of a prospective faculty member to the president. The president extends a contract to the person to be employed. This contract becomes an agreement only when it has been signed by both the president and the new faculty member. All new faculty must agree as a condition of employment to participate in the faculty orientation program designed to acquaint new faculty members with the expectations of the university.

4.2 Faculty Appointments

Faculty members who have continuing teaching contracts are considered regular faculty. A regular faculty appointment requires at least part-time teaching. A regular faculty appointment with administrative responsibilities requires at least 2/5 teaching.

The conditions of a regular faculty appointment are determined by the president and/or academic dean in consultation with the faculty and shall be stated in a contract at the time of first appointment.

The university occasionally employs qualified part-time adjunct instructors to address specific curricular, diversity, or formational needs. Normally, new adjunct faculty members are appointed by the academic dean to teach a maximum of six semester-hours per year on two-year contracts.

4.3 Faculty Ranks

The rank of *Professor* normally is granted to persons who have a Ph.D. or appropriate terminal degree, have been teaching for a period of at least six years at the rank of Associate Professor, and meet the criteria for promotion.

The rank of *Associate Professor* normally is granted to persons who have a Ph.D. or

appropriate terminal degree, have been teaching for a period of at least five years at the rank of Assistant Professor, and meet the criteria for promotion.

The rank of *Assistant Professor* normally is granted to persons who have a Ph.D. or appropriate terminal degree and some years of teaching experience.

The rank of *Instructor* may be granted to persons who hold at least a master's degree.

4.4 The Criteria for Promotion

The primary criterion for promotion is the exhibition of scholarly and professional competence that promotes effective teaching, academic research, and service.

Teaching Effectiveness

- Create a classroom or educational environment that promotes engaged learning and academic excellence.
- Demonstrate the relevance of the Christian faith with the discipline of study.
- Demonstrate respect and appreciation for students, other faculty, and community members.
- Demonstrate enthusiasm for the subject matter and establish a culture of learning.
- Make a continuing study of and implement effective pedagogical methods and materials in the appropriate field.

Academic Research/Professional Performance

- Maintain a breadth of scholarship, pursue serious ongoing research, and share results with students, colleagues, and fellow specialists.
- Engage in an ongoing study of the integration of the faculty member's field with the Christian faith.
- Encourage and guide scholarly activity among students.

Service to the University Community and the Church

- Advise and mentor students.
- Participate in appropriate activities of the faculty.
- Participate in church life and service activities.

4.5 Faculty Resignation and Dismissal

A faculty member shall give notice in writing to the dean not less than three months prior to the intended date of resignation. Unless excused by the president, it is expected that a resigning faculty member will complete an academic term already begun at the time of resignation.

Grounds for dismissal of a faculty member are professional incompetence, mental or physical incapacity, or failure or refusal to perform duties stated in the contract. The president shall initiate the process of dismissal when all attempts at negotiation and reconciliation have failed. The president shall then take the following steps:

- The faculty member shall be notified in writing that the process of dismissal has begun.
- An inquiry shall be undertaken by a committee chosen by the faculty. This committee shall offer its counsel to the president.
- If the committee recommends dismissal, the faculty member shall have the right to appear before the Board of Trustees to state a defense. The decision of the Board of Trustees shall be final.
- A suspension shall be with full pay and benefits. A faculty member under notice of dismissal shall be allowed to continue at work until the proceeding is completed.

A faculty member may be dismissed in good standing upon ninety days written notice by the Board of Trustees, due to financial exigency of the university, decrease in student enrollment, or change in academic program. The president must prepare in consultation with the faculty a plan that documents the need for dismissal. The Board of Trustees must approve the dismissal of any faculty member in good standing.

5. FACULTY COMPENSATION AND EMPLOYEE BENEFITS

5.1 Faculty Salary

Faculty salaries shall be determined by a salary scale based on duties, rank, and years of service. Faculty salaries shall be reviewed and set annually by the president within the broad guidelines provided by the Board of Trustees. Some portion of the base salary may be designated as housing allowance for each full-time, ordained faculty member. This amount must be set according to the actual housing expenses of the person, reported to the business manager and approved by the Board of Trustees in advance of the taxable year.

5.2 Faculty Development Information and Sabbaticals

TRAINING AND DEVELOPMENT

Whenever possible, California Arts University provides opportunities for the education, training, and development of the faculty. Emphasis is placed on courses and programs, which have been determined to be necessary, and of general or specific benefit to an individual or a group of employees.

Specially designed training programs tailored specifically for all University's employees are periodically provided, in addition to on-the-job training provided by many individual departments.

PROFESSIONAL DEVELOPMENT BENEFITS

California Arts University holds an annual in-service training for all faculty members for professional development.

The University will support faculty members, once a year, for his/her attending an outside seminar or conference. The professional growth, outside of California Arts University, must be approved by both the Directors of Academics and of Operations to ensure the activity falls within their field of expertise.

SABBATICALS

CAU provides time and support for faculty sabbaticals for the continued development of the faculty. Sabbaticals are granted in the expectation that they will enrich the teaching effectiveness and enlarge the scholarly productivity of the faculty. Faculty members are responsible for carefully planning sabbaticals and wisely using the time and funds provided by the university.

A sabbatical may be undertaken for the purpose of scholarly or professional production (e.g., books, articles, or other identifiable accomplishments); or for the purpose of enhancing the faculty member's teaching proficiency and may include such projects as study in one's discipline or exploration in a related discipline. Sabbaticals must show promise of a specific contribution to the mission of the university.

Each member of the regular faculty is eligible for regular sabbaticals. After six full years of service to CAU, regular faculty members may be approved for a sabbatical equivalent to one full calendar year with 1/2 salary and benefits. Alternatively, after three full years of service to CAU, regular faculty members may be approved for a one-semester sabbatical with 1/2 salary and benefits.

5.3 Faculty Family and Medical Leave

CAU is committed to the health and well-being of the faculty members and supports paid family and medical leaves for regular faculty members for the following reasons: (1) the birth or care of a newborn child; (2) the faculty member's serious health condition; or (3) the care for an immediate family member with a serious health condition. Immediate family member is defined as spouse, mother/father, son or daughter, or grandchildren. A family or medical leave may consist of up to twelve weeks in an academic year.

5.4 Vacations and Medical Insurance

Faculty are entitled to four weeks of vacation annually, and may accumulate up to six weeks of vacation by not taking the full four weeks during the previous year or two.

The university provides medical insurance to full-time faculty and their families. The university will pay 50% of insurance cost. Faculty members who have or desire other medical coverage may opt out of the university program. The university will reimburse the faculty member for the other insurance coverage, up to 50% of the cost of a single employee policy.

6. ACADEMIC PROCEDURES

6.1 Procedures related to Syllabi Development and Approval

The course syllabus represents the agreement between professor and student about what content a course will cover, what skills the student will be expected to use, how the professor will determine the students' grades, and when the various kinds of assignments are due. The professor may operate on the assumption that the students can be expected to put in two hours outside of class for every class hour. The professor presents the syllabus to students in the first week of the course, preferably on the first day of class. The professor makes sure each enrolled student receives and understands the syllabus. A course syllabus is required for every class, every instructor, and every quarter. Copies of all course syllabi are to be in the University office prior to the semester's beginning and are subject to the approval of the academic dean/administration.

The syllabus needs to include the following information.

Course Title

Course Number

Semester and Year

Instructor's Name

Office Hours, Phone, E-Mail Address

Introduction

Briefly state the overall purpose of the course.

Learning Outcomes

State specifically what you hope to accomplish through the course in terms of the students' skills and/or content.

Textbook Selection and Approval Procedures

Give complete and current bibliographic information about the textbooks you have chosen. Specify whether the textbook is required or optional and whether it is to be purchased or used through the approval of library reserve.

Course Content

Identify the main topics, units, problems, projects, or other logical sections into which the subject matter is divided (this information may be provided already under "Learning Outcomes").

Course Requirements and Grading

Explain clearly what you require from the students. If you require attendance or vocal participation in class, for example, make this clear. Make clear to students the basis for grading and the relative importance of the requirements and standards for earning an A, B, C, etc. Specify the due dates for assignments and the examination dates. Be sure to specify the format for assigned papers and make clear your expectations for content, organization, and length.

Course Schedule

Provide students with a schedule for reading and other assignments and examinations. Specify the reading assignments and whether they are in the text(s) or on reserve in the library.

Bibliography, Related Materials

If appropriate to the course, compile a short bibliography limited to ten to fifteen of the most important references or significant related materials.

6.2 Academic Integrity

At the beginning of each course, the instructor and students are expected to reaffirm their commitment to be beyond reproach in their academic work as a vital reflection of Christian character. The faculty and students are encouraged to establish a community which values serious intellectual engagement and personal faithfulness more highly than grades, degrees, or publications. Some infractions of the commitment to academic integrity can be addressed by personal confrontation and corrective counsel. The following violations will be addressed formally and may result in a failing grade on the assignment or exam and possibly in the course:

- Submitting as one's own work material obtained from another source.
- Using ideas from published, unpublished or electronic sources without proper quotations.
- Cheating on exams by any means.

6.3 Student Attendance Requirements

Regular class attendance is essential. Records of class attendance are the responsibility of the faculty, and every course's syllabus should clearly state the instructor's policy on class attendance and how attendance affects a student's final evaluation in the course. When a student misses class, the student is expected to follow the instructor's policy as stated in the course syllabus. The student should contact his/her instructor as soon as possible after he/she knows the absence will occur or has occurred.

If the cause of the absence is an illness, accident, or family emergency, each instructor should assist the student to make up any missed work. Time lost through such absences should not prejudice class standing. Faculty members should specify the appropriate time frame for making up missed work. If the cause of the absence is less compelling (e.g. choosing to miss class, oversleeping), instructors may or may not permit the student to make up missed work, and may or may not assess a penalty for class absence.

If any of the following conditions are true, the faculty member should contact the dean or program director:

- The faculty member is concerned for the student’s health or well-being, or thinks the student needs additional help.
- The student has had excessive absences in the class. (An instructor should not assume that continued absence from class indicates an official withdrawal unless so notified).
- The faculty member believes the student has been untruthful about the cause of absence.

If the dean of students is working with a student regarding an emergency or ongoing personal concern(s) affecting the student’s academic performance, the student’s faculty will be notified by e-mail or telephone. Students are encouraged to use the resources of the dean’s office if an emergency situation occurs, or if assistance is needed to resolve individual concerns.

6.4 Grading System

The following grading system is in effect at California Arts University.

Grade	Percentage	GPA Points	Interpretation
A	93-100	4.0	Outstanding
A-	90-92	3.7	Superior
B+	87-89	3.3	Very good
B	83-86	3.0	Satisfactory
B-	80-82	2.7	Average
C+	77-79	2.3	Acceptable
C	73-76	2.0	Borderline pass
C-	70-72	1.7	Not acceptable
F	0-69	0.0	Failing
P/F	70-100/0-69	0.0	Pass/Fail (selected courses)
I		0.0	Incomplete
W		0.0	Withdrawal
AUD		0.0	Audit

An Incomplete (“I”) grade may be granted only when students are unable to complete course requirements because of extenuating circumstances. These circumstances may include personal illness, personal or family crisis, or other reasonable and unforeseeable events. It is the responsibility of the student to submit a petition for an Incomplete grade, signed by the instructor, to the academic dean by the last day of the term. If the petition is granted, all the outstanding assignments must be submitted to the instructor by the end of the next semester to receive a letter grade.

6.5 Student Evaluation of Course Instruction

Affirming that the instruction of students is the first purpose of the university and the prime responsibility of every faculty member, the university requires that all faculty members provide students in their classes with the opportunity to formally evaluate instruction in accordance with established procedures. Such evaluation provides beneficial information to the faculty member for the continued improvement of instruction and provides one measure of a faculty member’s performance for decisions concerning promotion, tenure and merit salary increases. The evaluation of all part-time and full-time faculty will occur each semester except in cases when the number of students enrolled in a course would compromise the anonymity of a student.

6.6 Grade Appeal

In the event a student questions the appropriateness of a grade assigned for a course, the student must first discuss the matter with the faculty member. The discussion should be initiated by the student as soon as possible after the grade is assigned, but no later than five academic days into the next semester. The faculty member concerned in the appeal is expected to respond within 5 academic days of the initiation. In the event that the faculty member(s) concerned agrees to change the grade/decision, the normal process for changing a grade shall be followed.

If there is no response from the concerned faculty or the student wishes to appeal the faculty’s decision after the discussion, the student may present the issue directly to the dean. The student may appeal in writing to the dean within fifteen academic days of the first day of the next semester if a satisfactory resolution is not reached with the faculty. The dean will become familiar with the facts of the case by communicating with the student and the faculty member. The parties have a right to meet with the dean without the other party being present. The faculty member will respond in writing to the dean concerning the student’s appeal. The dean may either accept or deny the student’s appeal. The dean will notify the student and faculty member of his/her decision in writing within ten academic days of receiving the appeal. In the event that the dean accepts the student’s appeal, he/she will initiate a grade change.

6.7 Confidentiality of Education Records

In compliance with Family Educational Rights and Privacy Act of 1974 (FERPA), CAU will disclose information from a student's education records only with the prior written consent of the student—except that education records may be disclosed without consent to university officials having a legitimate educational interest in the records and to third parties specifically authorized by FERPA.

Education records are defined as records, files, documents, data and other materials that contain information directly related to a student and are maintained by CAU. Students at the university have the following rights regarding their education records:

- To have access to their education records.
- To consent to release a record to a third party.
- To request nondisclosure of directory information.
- To seek amendment of information in an education record which the student demonstrates is inaccurate.
- To be notified of their privacy rights.
- To file complaints with the Family Policy Compliance Office of the U.S. Department of Education concerning alleged failures by CAU to comply with FERPA.

6.8 Intellectual Property and Copyright Information

California Arts University (CAU) fosters and supports an environment that encourages creativity and the development of new intellectual works in their various forms. In appropriate cases, with early disclosure of the effort, CAU will recognize ownership in the creator(s) of the work with a right of the University to use the work for its educational mission and the development of its employees, and to participate in an appropriate royalty share in external marketing of the work by its creator(s). However, with respect to intellectual works that are created at the direction of CAU to support administrative/non-instructional functions and other works specifically designated by the University, CAU will generally retain ownership and rights to the work, subject to specific written agreements to the contrary.

THE UNIVERSITY'S ROLE

California Arts University will ensure fair treatment of all parties and will take the following actions:

1. Provide a supportive environment;
2. Use reasonable effort to exploit and protect intellectual property generated by its faculty and students;
3. Maintain fairness and adequate incentives in the distribution of residual income;
4. Consider proposals from individual with respect to exploitation and protection of intellectual property.

THE FACULTY'S ROLE

California Arts University faculty is required to:

1. Report any work undertaken on behalf of an external body and any conflicting outside commercial interests;
2. Report the development of any intellectual property as it arises;
3. Keep key information confidential until it is protected;
4. Report any potential conflict of interest.

INSTRUCTIONAL USE OF COPYRIGHTED MATERIALS

California Arts University (CAU) recognizes that accomplishment of its mission may be facilitated by the use of works owned or created by others. It is the policy of CAU that students, employees, and other individuals who use University facilities and/or equipment, and students, employees, and other individuals who use off-campus non-University facilities and/or equipment in connection with University activities or on behalf of the University, shall recognize those accomplishments by respecting the intellectual property of others and using such works only to the extent such use would be permitted by law. For example, this policy applies when photocopying is undertaken at all central copying center, machines in the library, or on any other reproduction equipment owned or leased by CAU or used in connection with University activities or on behalf of the University.

Students, employees, and other individuals subject to this policy who use material originated by others shall not, as a matter of policy, when using such materials, infringe on those rights of the originator which are protected by copyright laws and shall secure permission to use or reproduce copyrighted works when such permission would be required under copyright law and/or pay royalties when

such payment would be required. Students, employees, and other individuals subject to this policy are expected to obtain permission from the copyright owners unless the intended use is clearly permitted under the doctrine of “fair use.” Students, employees, and other individuals subject to this policy are expected to be selective and sparing in copying. “Fair use” shall not be abused. CAU does not condone copying instead of purchasing copyrighted works where such copying would constitute copyright infringement. For purposes of this policy, copyrighted material means any work or intellectual property which may be subject to copyright under the laws of the United States. This includes, but is not limited to, literary works, including computer programs and compilations; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works; motion pictures and other audiovisual works; and sound recordings. For example, this policy applies to photocopying for classroom use, use of computer software, use of videocassettes, and off-air videotaping.

This policy is not intended to waive any rights, remedies, immunities, or defenses available to the University in the event of an infringement or alleged reserved.

6.9 Equipment and Supplies Procurement Procedures

Faculty will be allowed to purchase and maintain, at the academic unit’s expense, the equipment and software approved by the academic dean that allows for the most seamless interaction, effectiveness and efficiency. Equipment may include, but is not limited to: instruments, supplies, computers, faxes and telephone lines. California Arts University will not maintain or repair personal equipment or supplies. Personal equipment and supplies used in lieu of California Arts University equipment may be purchased at the discretion of the academic dean and maintained by the California Arts University by special agreement.